



e-Publishing Forms Conversion

- **Background**
- **Conversion Process**
- **Conversion Plan**

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Forms Conversion

Background

- **Baseline data and assumptions**
 - **4,000 - 6,000 total forms**
 - **2,500 forms contracted**
 - **1,500 - 3,500 forms left for Air Force designers**
 - **2.2 average pages per form**
 - **20 workdays per month**
 - **6 available hours per day per full time person**
 - **8 hours per form average level of effort**

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e-Publishing Forms Conversion

Background

- **Schedule**

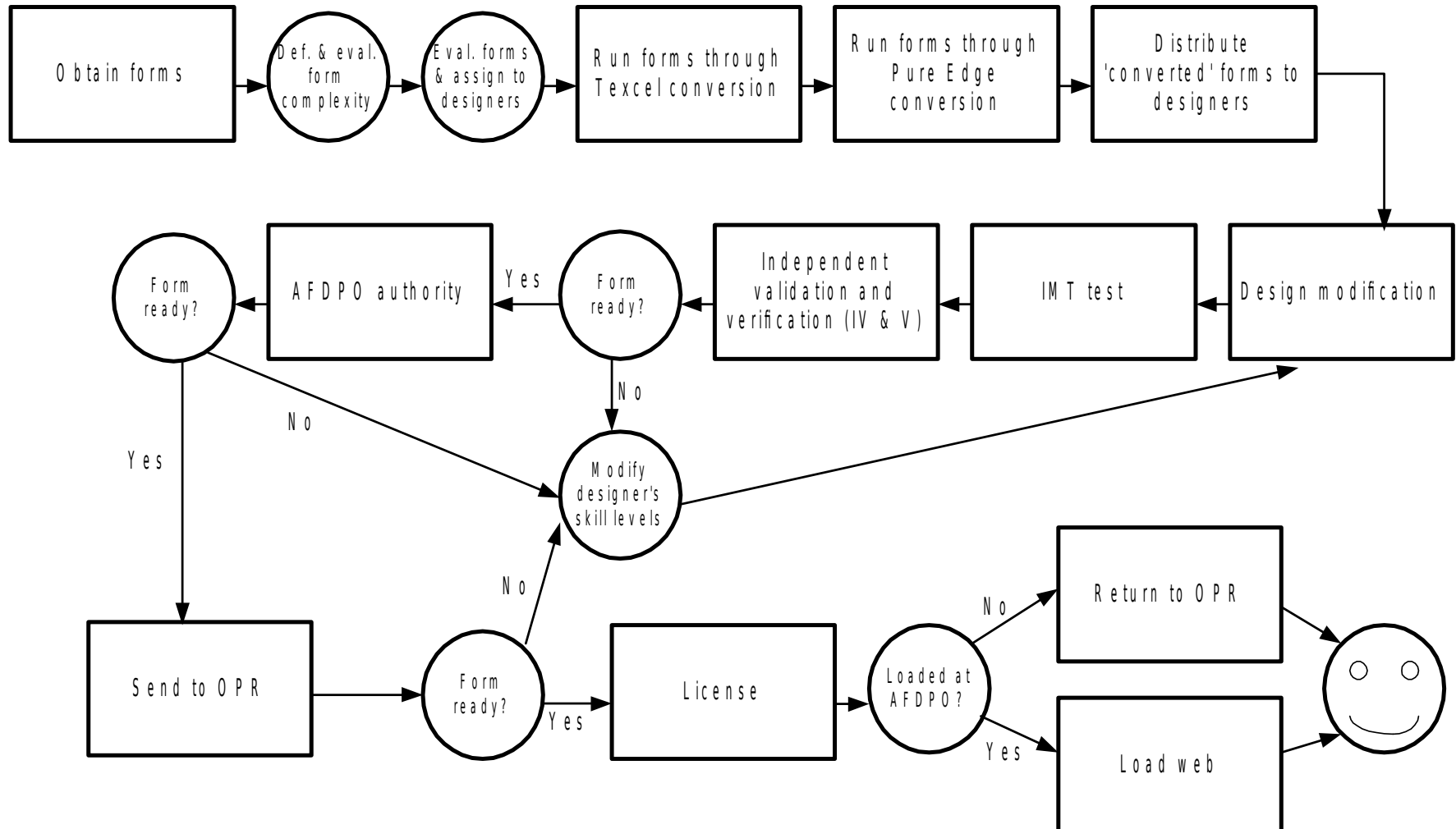
- **Contract process 1 Aug 02 - 1 Nov**
- **Award contract 3 Oct 02**
- **Begin conversion 15 Oct 02**
- **90% complete 1 Jan 03**
- **100% complete 1 Feb 03**

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Forms Conversion

Forms Conversion Process





Forms Conversion

Conversion Plan

- **Contract conversion of 2,500 forms**
- **Convert remaining 1,500 - 3,500 with AF designers**
 - **Start with in-house AFDPO designers for initial phase**
 - **Issue ~50 design licenses to AFDPO**
 - **Average 20 designers full time any single day**
 - **Complete 1 IMT per day per full time designer**
 - **First 1,500 completed 75 days from start date**
 - **Feb 03 estimated completion**

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Conversion Plan

- **Solicit assistance from MAJCOMs**
 - Issue ~250 design licenses
 - Realistically 150 designers identified
 - Average 50 designers full time any single day
 - Complete 1 IMT per day per full time designer
 - Remaining 2,000 would take 40 days from start
 - Feb 03 estimated completion
- **Revise plan as additional Air Force designers become available and refine process as necessary**

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